

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 62-95.A

Subject:

DATE: 03/02/87

Sunset Review:

CHECK-IN/CHECK-OUT PROCEDURES FOR STAFF PERSONNEL AND VISITING INSTRUCTORS

1. PURPOSE. This directive outlines the check-in/check-out procedures for all staff personnel and visiting instructors reporting for, or terminating, assignments/employment at the Federal Law Enforcement Training Center (FLETC).
2. SCOPE. The procedures outlined in this directive apply to all FLETC staff, agency staff, and visiting instructors assigned to perform duty at Glynco. The Washington Office and Marana Operations will establish local check-in/check-out procedures.
3. CANCELLATION. FLETC Directive No. 62-95.A, Check-In/Check-Out Procedures for Staff Personnel and Visiting Instructors, dated December 17, 1984.
4. BACKGROUND. FLETC Directive No. 62-95.A provided for indoctrination and clearance of FLETC permanent, detailed, and rotational staff members. The growth of on-site organizations and increased use of visiting instructors has expanded the use of Center facilities by other than FLETC staff. Management of these facilities is the responsibility of the Center and to ensure adequate planning and control, the Center must have some means of identifying persons authorized admittance to the Center and those granted use of the facilities thereon for other than brief periods. Specifically, the accountability for such items as room keys, items acquired from the Physical Techniques equipment issue room, travel and/or training funded by the Center, and general accountability for personnel are areas of concern.

The check-in/check-out procedures promulgated in this directive will provide the opportunity for accountability of all staff and visiting instructor personnel at the Center and assist in the recovery of all items, documents, and/or financial obligations owed the Center.

5. REFERENCES.

- a. FLETC Directive No. 71-00.A, Visitor Admission and Control.

- b. FLETC Directive No. 71-00.B, Identification Badges/Cards.
- c. Student Handbook.

6. DEFINITIONS.

a. FLETC staff includes all persons paid directly by the Center and individuals under the supervision of Center personnel, including reimbursable and non-reimbursable details, interns/student volunteers, and workers under Federal work programs, but not visiting instructors authorized to perform duty for a period of less than 120 days.

b. Agency staff includes all personnel of on-site participating and non-participating organizations assigned to duty at the Center for a period of 120 days or longer.

c. Visiting instructors, guest personnel, and official dignitaries includes all non-student/contractor individuals authorized by either FLETC or agency personnel to perform duty at the Center for a period of less than 120 days.

d. Visitors are persons not required to be on the Center in the line of employment or duty and are discussed in FLETC Directive No. 71-00.A, Visitor Admission and Control.

7. RESPONSIBILITIES.

a. FLETC Personnel Division (PER) is responsible for:

(1) Notifying Security Police by telephone in advance of the anticipated arrival of FLETC staff members authorized admittance to the Center for employment purposes.

(2) Conducting orientation of all incoming FLETC staff.

(3) Authorizing the issuance of identification badges/cards for all FLETC personnel and those agency staff members assigned to perform duty at the Center for period of 120 days or longer.

(4) The clearance of these individuals prior to their departure.

b. Agency representatives are responsible for:

(1) Notifying Security police in advance of the anticipated arrival of personnel authorized admittance to the Center to perform assignments and/or employment.

(2) Notifying FLETC Personnel Division in writing of the anticipated arrival of personnel assigned to perform duty at the Center for a period of 120 days or longer.

c. Security Police are responsible for admitting personnel to the facility in accordance with instructions contained in this directive and/or a Reference a.

d. All FLETC staff, agency personnel, visiting instructors, guest personnel, and official dignitaries are responsible for complying with the procedures outlined in this directive.

8. PROCEDURES. The following procedures are designed to provide Center management with an accounting of persons authorized access to the Center and assurance that such persons are cognizant of their privileges and responsibilities while on Center. Excluded are students whose procedures are covered in the Student Handbook and contractor personnel whose procedures are handled by the Contracting Officer's Technical Representative. The procedures outlined below have been segregated by type of personnel.

a. Procedures for FLETC staff.

(1) Regardless of the length of assignment/employment, all persons defined in paragraph 6 as FLETC staff are to report to the FLETC. Personnel Division, Building 94, upon entering the facility. Instructions in the orientation/indoctrination procedure will be provided by PER staff and the activity documented on form FTC-PER-3, Employee Indoctrination Record (Attachment 1). The form contains data concerning the employee, his/her assignment, conditions of employment, privileges/responsibilities concerning Center facilities, conduct, hours of work and other job orientation items. When completed, the signed form is returned to PER by the employee's supervisor for retention in the employee's personnel file.

(2) Immediately prior to the termination of a FLETC staff member's tour of duty at the Center, the employee will report to PER to obtain clearance for separation. Instructions for clearance be provided and the activity documented on form FTC-PER-1, Employee Clearance Form (Attachment 2). The required certification by Center officials ensures that all property items, documents, and/or financial obligations owed the Center have been recovered prior to departure by the employee.

b. Procedures for agency staff.

(1) The appropriate agency representative will notify FLETC Personnel Divisions in writing of the anticipated arrival of personnel whose tour of duty exceeds 120 days and forward a copy of the memorandum to Security Police for their information.

(2) Upon arrival, agency staff will be directed by Security Police to proceed to their respective agency office for indoctrination of agency and Center procedures which will include obtaining an identification badge/card and vehicle decal.

(3) Agency representatives are encouraged to arrange orientation briefings by the Center Public Affairs Office for all new staff.

(4) Immediately prior to the termination of an agency staff member's tour of a duty at the Center, he/she will report to FLETC Personnel Division to confirm termination of duty at the Center, certify that all property items, documents, and/or financial obligations owed the Center have been recovered prior to departure, and to surrender the a Center identification badge/card.

c. Procedures for visiting instructions (those assigned for 120 days or less), guest personnel and official dignitaries.

(1) Security Police at the Main Gate will inquire of the individual his/her intended duty at the Center and approve admission upon a showing of his/her Government identification card, or by telephone verification with an appropriate on-site official.

(2) Security Police will advise the individual of the requirement of a Center identification badge/card and/or vehicle decal of the length of stay on Center dictates, or if Center housing in utilized.

(3) Security Police will notify the individual of the requirement to return all Center owned property to the respective issuing office, or the Security Police, prior to departure following completion of duty at the Center.

9. OFFICE OF PRIMARY INTEREST. Office of Administration.

Charles F. Rinkevich
Director

Attachments (2) These forms available from the Personnel Division.